

Hazard Communication Program

(Right to Know Law)

Our company complies with the OSHA Hazard Communication Standard, title 29 Code of the federal Regulations 1910.1200 and therefore has implemented the Hazard Communication Program to enhance our employees' health and safety. As a company we provide information about chemical hazards and other hazardous substances and the control of hazards via our comprehensive Hazard Communication Program, which includes container labeling, Material Safety Data Sheets (MSDS) and training.

In order to safeguard all our employees affected by the dangers of all hazardous chemicals used by [**Name of Company**], the following Hazard Communication Program has been implemented.

This written program will be available in the [**company program location**] for review by any employee.

EMPLOYEE INFORMATION AND TRAINING

The [**person/position**] will be responsible for the Hazard Communication Program and will ensure that the program elements specified below are carried out.

All employees are required to attend a health and safety orientation prior to starting their job or exposed to hazardous chemicals for information and training on the following:

- An overview of requirements contained in the Hazard Communication Standard, including their rights under the Standard.

- Location and availability of the written Hazard Communication Program.
- Physical and health effects of the hazardous substances.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- How-to lesson or prevention exposure to these hazardous substances through usage of control, work practices and personal protective equipment.
- Steps the company has taken to lessen and prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and review MSDS to obtain appropriate hazard information.

Prior to the introduction of a new chemical hazard to any area of this company, each affected employee will be given information and training for the new chemical hazard.

The following program outlines how our company will accomplish this objective:

1) Container Labeling

It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer or distributor.

This responsibility has been assigned to **[person/position]**. To further ensure that employees are aware of the hazards of material used in their work areas, it is our policy to label all secondary containers.

The **[person/position]** for each building will ensure that all containers and secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

(IF APPLICABLE)

In-house labeling system: Our company uses an in-house labeling system, which relies on (provide any description of any in-house system which used numbers or graphics to convey hazard information).

The **[person/position]** will review the company labeling procedures every **[company mandated time period]** and will update labels as required.

2) MATERIAL SAFETY DATA SHEETS (MSDS)

The **[person/position]** is responsible for establishing and monitoring the company MSDS policy program. MSDS sheets provide the specific information on the chemicals this company uses. Copies of MSDSs for all hazardous substances to which employees of this company may be exposed or potentially exposed will be kept in **[company msds location]**.

He/she will make sure all procedures are developed and completed to obtain the necessary MSDS's and will review incoming MSDS's for new or significant health and safety information.

All new and/or updated information is to be passed on to affected employees. He/she will be responsible for new MSDSs requested from the manufacturer and made available to all employees in their work area for review during each work shift.

If MSDSs are not available or new hazardous substances in use do not have MSDSs, contact [**person/position**].

3) HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by [**person/position**] about hazards to which they may be exposed during such an activity.

This information will include:

- Specific hazards
- Protective/safety measures that must be utilized.
- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

Example of Non-Routine tasks performed by employees of the company:

Task

Hazardous Substances

Acid treatment for deposits on windows

Water stain remover

The receiving of new chemicals into inventory will require that this list be updated with the new chemical being introduced within the time allotted by this company. To ensure that the chemical is added in a timely manner, the following procedures shall be followed:

[State here the company procedures to be followed]

The Hazardous Substance Inventory List was compiled and is maintained by:

[name/phone number of responsible party]